

PRINCES RISBOROUGH TOWN COUNCIL

**A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE WILL BE
HELD ON WEDNESDAY 23rd NOVEMBER 2016 AT 11:00 AM
IN PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

AGENDA

Public Forum – The first ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda. The public are welcome to stay and observe the rest of the meeting.

1. Welcome and Apologies for Absence
2. Acceptance of Minutes of Previous Meeting of the 18th October 2016.
3. Declarations of Interest - To receive any pecuniary or non-pecuniary declarations of interest
4. To discuss and decide the responses to correspondence received at the Town Council
5. To review the staff appraisals
6. To approve a new telephone system for the office
7. To approve an Efficient Supervisor Training Course
8. To approve a change in the seasonal working hours for the Maintenance Team
9. To consider an advert for the Maintenance Team summer operatives
10. Agenda Items for Next Meeting
11. To pass a resolution to exclude the public and press in accordance with Section (12) of the Public Bodies (Admission to Meetings) Act 1960 to discuss staff remuneration
12. Date of Next Meeting

Susanne Griffiths
Clerk to the Town Council
16TH November 2016

**Draft PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON
TUESDAY 18th OCTOBER 2016 AT 3.00 PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman Cllr A Ball.
Councillors P Summerbell, M Walsh and J Coombs
Clerk to the Town Council- Susanne Griffiths

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs I McLauchlan and A Turner.

2. MINUTES

The minutes of the previous meeting on the 27th September 2016 having been circulated were approved by the Meeting and signed by the Chairman.

3. DECLARATIONS OF INTEREST

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting. None were declared.

4. CORRESPONDENCE

None received.

5. THE ESTIMATES BUDGET FOR THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE FOR 2017/2018

Estimates for the next financial year were agreed for submission to the Finance Estimates Committee. Cllr J Coombs agreed to arrange for telephone providers to visit the Town Council and provide presentations on their systems for the councillors to make an informed choice on the most appropriate system for the office

JC

6. THE FORMAT FOR STAFF APPRAISALS

All present agreed for the following:-

The Clerk to conduct the Clerical Assistant's appraisal

The Deputy Clerk to conduct the Projects and Communications Assistant's appraisal

Cllr A Ball to conduct the Maintenance Team appraisals with the Team Leader K Locke.

Cllr A Ball to conduct the Team Leader's appraisal with the Clerk

Cllr A Ball to conduct the Deputy Clerk's appraisal with the Clerk

Cllrs A Ball and Cllr M Walsh agreed to conduct the Clerk's appraisal.

AB/MW/SG/KP/KL

7. AGENDA ITEMS FOR NEXT MEETING

To review the staff appraisals

To approve a new telephone system for the office

8. TO PASS A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION (12) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

Cllr A Ball proposed to pass a resolution to exclude the public and press in accordance with section (12) of the public bodies (admission to meetings) act 1960 to discuss a recommendation to the Town Council concerning a new contract for a member of staff.

All present agreed.

9. DATE OF NEXT MEETING

The next meeting of the Committee is to be advised. There being no further business to discuss, the meeting closed at 3.30pm

Chairman Date